

## MONTHLY NARRATIVE REPORT FOR LSC LONDON CENTRAL ESF PROJECTS

<b>Provider Name</b>			
<b>Project Name</b>			
<b>Local Project Number</b>		<b>UPIN Number</b>	
<b>LSC Contract Manager</b>			
<b>Provider Contact</b>			
<b>Month</b>			

The Monthly Narrative Report, along with the Co-Financing Monitoring Return (CMR), forms the basis for monitoring your ESF project. Points to note about the Report are that:

- You should provide at least a two paragraph answer to question a) and, if relevant, to question b). The completed Report should be no longer than two pages.
- Once completed, you should email it to your LSC Contract Manager within *five working days of the end of the month* being reported on (the same deadline as for the CMR).
- The CMR also includes a narrative section requiring you to explain any volume variances exceeding 10% for any output, outcome or milestone, and these sections of the CMR must be completed (if applicable) in addition to completing this Report.
- Please see Section 7 of the LSC London Central ESF Provider Handbook for further guidance on monitoring.

### CONTRACT PERFORMANCE

a) <i>Please explain how the project is progressing against targets and the aims and objectives set out in the ESF Schedule, including progress against “soft” outcomes and the equality and diversity targets set out in Appendix 1 of the ESF Schedule:</i>
b) <i>Please explain any problems the project is facing, particularly any issues you believe may affect the delivery of the project in future periods, and suggest how these problems will be overcome:</i>
c) <i>Please provide details of any press or publicity (including any events, visits, award ceremonies or press releases/coverage) that has taken place this month and attach copies of any relevant documents:</i>
d) <i>Please provide details of any success stories and examples of best practice associated with your project, including those that have equality and diversity or sustainable development dimensions:</i>

<b>Name:</b>
<b>Date:</b>